

II-A Requesting Standard Reports

Standard reports are requested using the Request Standard Reports screen (Command **G.3**) and the Report Selection Options screens. Standard reports can be included in a report group, which is useful if the same reports with the same report options are requested on a regular basis. A report group is established using the List of Report Groups screen (Command **G.5**). Both of these CALSTARS Main Menu items are discussed in this chapter. A discussion of the special report request process is also included toward the end of the chapter. A special report request is submitted if reports are lost or are no longer available through the standard report request process.

A diagram of the standard and report group request process is shown in Exhibit II-A-1.

REQUEST STANDARD REPORTS - COMMAND G.3

The Request Standard Reports screen displays a list of all standard requestable reports. The following example includes 2 requests of the G01 report and 1 request of the H06 report.

```
9990 G.3: Request Standard Reports                                08-25-2011 01:50 PM

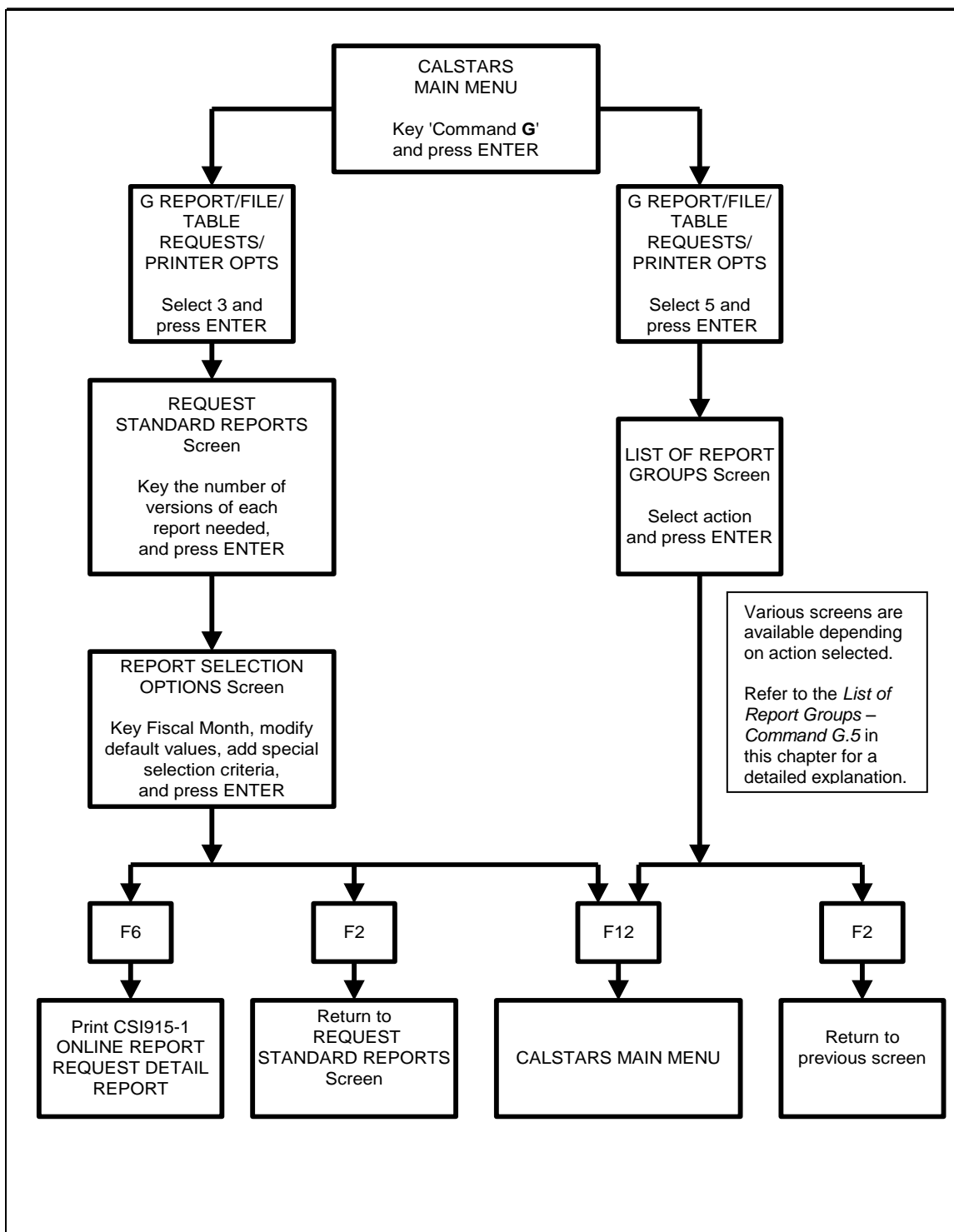
Specify the number of versions for each report and press ENTER

  _ A02  _ A03  _ B03  _ B04  _ B06  _ C01  _ C02
  _ DB1  _ DB2  _ DB3  _ D01  _ D02  _ D03  _ D04  _ D05  _ D06  _ D07
  _ D08  _ D09  _ D10  _ D11  _ D12  _ D13  _ D14  _ D15  _ D16  _ D17
  _ D18  _ D19  _ D20  _ D21
  _ ET1  _ ET2  _ E01  _ E02  _ F01  _ F05
  2 _ G01  _ G02  _ G03  _ G04  _ G05
  _ HB4  _ HB5  _ HD1  _ HG1  _ HP1
  _ H00  _ H01  _ H02  _ H03  _ H04  _ H05  1 _ H06  _ H07  _ H08  _ H09
  _ H1A  _ H10  _ H11  _ H12  _ H13
  _ I01  _ K01  _ L01  _ L02  _ N10  _ N11  _ N20  _ P01  _ P02
  _ QC1  _ Q04  _ Q10  _ Q11  _ Q12  _ Q13  _ Q14  _ Q16  _ Q18  _ Q19
  _ Q21  _ Q22  _ Q23  _ Q24  _ Q25  _ Q26  _ Q27  _ Q28  _ Q29  _ Q32
  _ Q33  _ Q34  _ Q35  _ Q36  _ Q37  _ Q38  _ Q42  _ Q43  _ Q50  _ Q51
  _ R01  _ S01  _ U01  _ X01  _ X02  _ X03  _ Y01

Total Request Versions:          Total Report Requests:
Command:
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit          RpGrp                                Main
```

When Enter is pressed, the Report Selection Options Screen 1 is displayed if there are no online errors. The Report Selection Options screen displays one line for each report and the options available for each report. Additional selection options are available on Screen 2 by using the F=10 and F=11 navigational keys. Both screens, displayed on page II-A-3, reflect 2 requests of the G01 report and 1 request of the H06 report.

EXHIBIT II-A-1



9990 Report Selection Options - Screen 1

08-25-2011 01:50 PM
MORE=>

Enter under F below: (D=Delete)

RPT	<PERIOD>	<DETAIL>	<=SELECT=>	<=INDEX=>	<===PCA===>						
F ID	G	FM	P	I P O F	FUND	GLAN	<==OUTPUT DEST==>	FROM	TO	FROM	TO
G01	??	M		0 0 0 1			A1				
G01	??	M		0 0 0 1			A1				
H06	??			1 0 0 1			A1				

Command:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Retrn Quit RFrsh Print Bkwr Frwr Left Right Main

R75 -INVALID FISCAL MONTH

9990 Report Selection Options - Screen 2

08-25-2011 01:50 PM
<=MORE

Enter under F below: (D=Delete)

RPT	<PERIOD>	<DETAIL>	<OBJ DTL>	REPORT	REQUESTOR				
F ID	FM	P	I P O F	FROM TO	FFY	PROJ	WP	GROUP ID	USER ID
G01	??	M		0 0 0 1					CSCSDDP
G01	??	M		0 0 0 1					CSCSDDP
H06	??			1 0 0 1					CSCSDDP

Command:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Retrn Quit RFrsh Print Bkwr Frwr Left Right Main

R75 -INVALID FISCAL MONTH

Note that help is available for both screens. Refer to the Function Keys section for further discussion of the F1=Help function.

The Request Standard Reports Screen

The Request Standard Reports Screen (G.3) has 2 count fields, 'Total Request Versions' and 'Total Report Requests'. If reports have not been requested for the current process day when accessing this screen, both fields are blank. If reports

have been previously requested on that day or when returning to the Request Standard Reports screen from the Report Selection Options Screen, totals are displayed. The numbers displayed in these fields may change based on data keyed on the Report Selection Options screens. To understand these fields, it is important to know the meaning of the following terms:

Request Version – is defined as a report request that has a unique level of detail or options. Each unique request counts as one version. A report request is unique if no others exist with the same Report ID, Fiscal Month, Period, I, P, O, F, Fund, GLAN, or any other selection option (except Output Destination).

Examples:

A D16 report requested for only one General Ledger Account Number (GLAN) is a different report version than a D16 requested without specifying a GLAN.

An HB4 report requested at Fund Detail level is a different report version than the same HB4 requested at Fund level.

Duplicate Version – is defined as a report version that has the same level of detail and options as a previously requested report version or, in simpler terms, a copy. A copy of a report will not increase the count in the Total Request Versions field. On the Report Selection Options screens, the original version of a report request is displayed in green. All subsequent copies are displayed in white.

Total Report Requests – is defined as the total number of reports requested, which includes all report versions and copies. The 'Total Report Requests' may exceed the 'Total Request Versions'. If copies exist, the counts will not equal.

For the Report Selection Options screen in the example shown above, the Request Standard Reports Screen would display 'Total Request Versions' = 2 and the 'Total Report Requests' = 3.

Requesting Standard Reports

The number of report versions desired is keyed on the Request Standard Reports screen in the space to the left of each report ID, e.g. **3 Q16**. If the tab key skips over a report ID, the report request authority has not been given for that report. When a report cannot be requested, the color of the report ID is light blue and the yellow line to the left of the report ID is missing. The report request authority is controlled by CALSTARS through each agency's Report Request Table.

Note the following when using the Request Standard Reports screen:

- ⊗ Up to **9** report versions of a report may be requested at the same time.
- ⊗ The sum of all the report versions on the screen may not exceed 100. If the maximum is exceeded, an error message is displayed. The report versions must be decreased. For information on how to make changes on either of the report request screens, refer to the *Making Subsequent Changes on the Report Request Screens* section in this chapter.

The Report Selection Options Screen

When the Report Selection Options screen is accessed, some fields are pre-filled with default values and some fields are blank. Default values differ because report options vary between reports. The screen is formatted as follows:

- ✧ Fields that may be modified are displayed and underlined in yellow.
- ✧ Fields containing data that **cannot** be modified are displayed in green and are **not underlined**, i.e., Report ID, Userid.
- ✧ Fields that do not allow data input are **not underlined**.

To request a change from a statewide default value to the agency's choice, refer to the *Changing The Default Report Selection Options Screen Settings* section in this chapter.

Note the following when using the Report Selection Options Screen:

- ✧ The data entered in the selection option fields must be the correct field length and must not contain special characters or spaces (i.e., FFY must be 4 digits and numeric).
- ✧ Use of selection options (Index through Project/WP) does not alter the sort sequence of a report.

The selection option fields on the Report Selection Options screen is listed in the following table. A more detailed discussion of each field follows.

DATA ELEMENTS	DESCRIPTION
F	D = DELETE: Deletes the report request. The report is removed immediately.
RPT ID	Identifies the report requested. The Report ID cannot be changed.
G	A 'G' designates that a report was requested from a report group.
PERIOD FM P	Fiscal Month of the data. Must always be specified. On some reports, Period qualifies the Fiscal Month or provides a wider range of selection options.
DETAIL I – P – O – F	Identifies the level of detail for Index (organization), Program, Object and Fund displayed in the report.
FUND	On some reports, limits the report to one fund.
GENERAL LEDGER ACCOUNT NUMBER (GLAN)	On some reports, limits the report to one GL account or a group of accounts.

DATA ELEMENTS (Continued)	DESCRIPTION (Continued)
OUTPUT DEST	Specifies output to a printer or other report media and number of report copies. Up to 6 output destinations may be selected, but a destination cannot be used more than once per request line; e.g., one A1 entry for one report line.
INDEX FROM - TO	On some reports, enter an Index or a range of Indexes or leave blank.
PCA FROM - TO	On some reports, enter a PCA or a range of PCAs or leave blank.
OBJ DTL FROM - TO	On some reports, enter one Object Detail Code or a range of Object Detail Codes or leave blank.
FFY	On some reports, enter one FFY or leave blank.
PROJ	On some reports, enter one Project or leave blank.
WP	On some reports, enter one Work Phase (00 is acceptable) or leave blank.
REPORT GROUP ID	System provided only for Group Report requests.
REQUESTOR USER ID	System provided for individual and group requests.

REPORT REQUEST OPTIONS

The report request options available for each report are typically based on the purpose of the report and the CALSTARS file(s) used to prepare the report. To view the options for a specific report, refer to the appropriate chapter in this volume for detailed information or to the CALSTARS Report Request Table Reference Card (Ref Card) for a quick reference. For more information about the Ref Card, refer to the Ref Card section at the end of this chapter.

Report Period - Fiscal Month (FM)

The Report Period FM options are **CM**, **PM**, **PY**, **01-13**, or **nn**, where **nn** represents the last two digits of a Funding Fiscal Year. It is necessary to key the desired FM over the ?? value that automatically appears in the "**FM**" column.

Current Month (CM) - The financial data through the day the report is requested.

Prior Month (PM) - The financial data through the end of the prior fiscal month.

Prior Year (PY) - The financial data through the end of the prior fiscal year, including FM 13 activity. PY reports can be requested until Year-end Close process begins.

Fiscal Month (01-13) – The Operating File maintains accounting activity by fiscal month (FM01-13). This gives agencies the ability to request most Q reports for a prior fiscal month at any time during the fiscal year, even if that prior month is closed.

If the report is for either the prior or current month, option **PM** or **CM** should be used for processing efficiency.

NOTE: FM 13 transactions are only available between June 30th and the date an agency runs the Year-end Close process (YEC).

Select One FFY (00-99) – Generates a report for a specific FFY. The I01 and R01 are examples of reports that can be requested with this option.

Report Period - Period (P)

The Report Period – **P** option is used to specify various options depending upon the report. Some examples are shown here:

- ✧ FFY(s) can be specified by keying **C** for current FFY only, **P** for all Prior FFYs or **Blank** for all FFYs.
- ✧ For reports that include a "Beginning Balance" (GL File, Cash Control File and Subsidiary File), the reporting period is defined as follows:
 - Y = Annual Activity:** Beginning balances are as of the beginning of the fiscal year.
 - M = Monthly Activity:** Beginning balances are as of the beginning of the fiscal month.
- ✧ The Funding Fiscal Year can be excluded **E** or included **I** from the sort key on the B03 and B04 Reports. This feature is useful to properly display continuing or multi-year appropriations.
- ✧ Vendor Type can be specified for the X01 Report, Alphabetic List of Vendor Edit Table, and X02 Report, Vendor Edit Table by Vendor Number.
- ✧ Labor Reports can be limited to Generator **G** or Adjustment **A**. (**Blank** = all transactions)
- ✧ Records can be selected for DB2 and H02, monthly reconciliation reports by specifying **B** for balanced records, **U** for unbalanced records or **Blank** for all records.
- ✧ Records can be selected by Vendor Type on the D07 Report by specifying **I** for Individual/Sole Proprietor or **Blank** for all records.

For additional information, refer to the specific report in this volume.

Level of Detail (I-P-O-F)

Financial reports can be requested at many levels of detail. The most common Level of Detail options for most reports are presented in the following chart. The available options are dependent upon the report.

Value	Index (I)	Program (P)	Object/Source (O/S)	Fund (F)
0	No Organization	No Program	No Object <i>or</i> No Source	No Fund
1	Section	Program	Category <i>or</i> Source	Fund
2	Sub-Section	Element	Object <i>or</i> Agency Source	Fund Detail
3	Unit	Component	Object Detail	Project
4	Sub-Unit	Task	Agency Object	Fund after Prog/Org
5	Sub-Sub-Unit	PCA Number		Fund Detail after Prog/Org
6	Index			Fund & Reference
7				Fund Detail & Reference
8				Fund & Reference after Prog
9				Fund Detail & Ref after Prog
A				Fund without Fund Source
B				Fund Detail without Fund Source
C				Fund after Program without Fund Source
D				Fund Detail after Program without Fund Source
E				Fund and Reference without Fund Source
F				Fund Detail and Reference without Fund Source
G				Fund and Reference after Program without Fund Source
H				Fund Detail and Reference after Program without Fund Source

The Level of Detail fields are also used for special purposes, e.g., selecting specific registers when requesting the H00 Transaction Registers Report. Refer to the specific report chapter in this volume for detailed information.

Fund

The Fund field can be used to limit a report to one Fund on some reports. Key the 4-digit UCM Fund code in the Fund field or leave **Blank** to include all funds.

General Ledger Account Number (GLAN)

The GLAN field on some reports can be used to limit the report to one GLAN or to specify a section of the report, an Enactment Year, or a group of GLANs. Key the 4-digit GLAN or the appropriate value in the GLAN field.

Output Destination

The 'Output Dest' field consists of two bytes and is used to specify the media type, (microfiche, laser print, etc.) or destination (agency printer) of a report.

Key one of the codes described below (**A, D, E, F, H, L, M, N, or R**) in the first space. Key a number between **1** and **9** in the second space. For some media types this number is used to request more than one copy of the report. For example, to receive 3 copies of the same report at an agency printer, **A3** is keyed in the Output Destination field.

If the default Output Destination does not display the desired output, it can be changed by keying over the existing values. Up to 6 Output Destinations may be specified for each report version, but duplicate Destination codes cannot be entered on the same report request line.

A = Agency Printer (Overnight processing)

When **A** is keyed, a report is sent to an agency printer after the CALSTARS overnight processing cycle is finished. Up to three copies of a report can be printed for most reports by specifying **A1**, **A2**, or **A3** in the Output Destination. Some reports are limited to 1 copy. The reports are printed on standard computer paper or 12" x 8½" continuous paper-Laser reduced size.

D = Data File (Overnight processing)

When **D1** is keyed, a data file (electronic data set) of a CALSTARS standard report is created after the CALSTARS overnight processing cycle is finished. A **D1** file includes the current day's input activity and is available the next morning. The data set can be downloaded to a PC. Refer to Chapter II-C, Data Files, for more information.

E = Electronic Storage (Overnight processing)

When **E1** is keyed, CALSTARS standard reports are created as zipped-compressed data sets for long-term storage and downloading. Refer to Chapter II-C, Data Files, in this volume for more information about **E1** files.

F = File (Same day processing)

When **F1** is keyed, the creation of a report data file is initiated as soon as **Enter** is pressed. The **F1** (same day file) request is processed against files produced in the last processing cycle and does not include the current day's input activity. The data set can be down-loaded to a PC. Refer to Chapter II-C, Data Files, for more information.

When requesting **F1** reports, key all desired selection criteria prior to pressing the **Enter** key.

H = Headquarters – (Overnight processing)

When **H1** is keyed, the report is printed on the agency printer at the designated headquarters office, which is typically at a different location. Only one copy is allowed. If more copies are desired, the agency or headquarters printer can be reset or backspaced to reprint.

L = Laser (Overnight processing)

When **L** is keyed, a report is printed at HHSDC on 12" x 8½" continuous paper. Up to 9 copies per day can be requested.

M = Microfiche - (Overnight processing)

When **M** is keyed, a report is stored on microfiche and sent to the agency. Up to 9 copies per day can be requested.

The delivery/mailing information for microfiche is extracted from the Vendor Edit Table, specifically Vendor Number **AAAAAAAAAA-90**. Departments establish and update this Vendor Number in the format shown below:

Vendor Number:	AAAAAAAAAA-90
Vendor Name:	Office Name, e.g., Accounting Office
Address Line 1:	Department, Board or Commission Name
Address Line 2:	Delivery or mailing address
Address Line 3:	(If needed)
City:	City
State and ZIP Code:	State and ZIP Code
Contact Name:	Person to receive reports (If reports are mailed, enter "US MAIL" in this space)
Phone:	Contact Person's Area Code and Phone Number

N = 'Now' Agency Printer - (Same day processing)

When **N1** is entered, a report is immediately initiated for printing at the agency. A report data file is also created and available for three days. The **N1** (same day file) request is processed against files produced in the last processing cycle and does not include the current day's input activity. The report data file can be downloaded to a PC. Refer to Chapter II-C, Data Files, for more information.

When requesting **N1** reports, key all desired selection criteria prior to pressing the **Enter** key. Note that if **N1** and **F1** are entered on the **same** request line, an online error message is displayed on the bottom of the screen.

If the total number of report versions exceeds the limit of 100, the Requestor User ID may be referenced to help agencies determine which report requests get priority. When the reports with less priority are identified, they may be deleted or the requested copies decreased.

Refer to the *CALSTARS Procedures Manual*, Volume 4, for the complete listing of error codes and messages.

Multiple Users When Using Request Standard Reports Screen

Occasionally more than one person may simultaneously use the Request Standard Reports Screen. When this occurs, messages are issued so each person is aware of the actions of the other person.

The following situations can occur when one person, Employee 1, is working on the Request Standard Reports Screen and Employee 2 does the following:

✧ **Adds** a report

Employee 1 is unaware of added reports until the **F5** – Refresh key is pressed or the **F2** – Return key is selected.

✧ **Changes** report option(s)

The next time Employee 1 presses **Enter**, all report lines that have been changed by Employee 2 are displayed in blue and are locked. The message, '321 –BLUE REPORTS CHANGED BY OTHER USER; MUST USE F5 TO SEE CHANGES & CONTINUE', is displayed. Changes made by Employee 1 continue to display until the **F5** key is pressed. At that time, the changes made by Employee 2 are shown. The changes made by Employee 1 to reports that were changed by Employee 2 are lost. Changes by Employee 1 to other reports not altered by Employee 2 are accepted.

✧ **Deletes** a report(s)

The next time Employee 1 presses **Enter**, the report line(s) that was deleted by Employee 2 is displayed in green and is locked. An **X** is shown to the left of the deleted report line(s) in the "F" column. The message, '320 – X=REPORT DELETED BY ANOTHER USER; MUST USE F5 TO SEE CHANGES & CONTINUE', is displayed. When the **F5** – Refresh key is pressed, the deleted line(s) is removed and all other changes are shown.

✧ **Changes and Deletes** a report(s)

The next time Employee 1 presses **Enter**, all report lines that have been changed by Employee 2 are displayed in blue. The deleted report line(s) is displayed in green, and an X is displayed to the left of the deleted report line(s) in the "F" column. The message, '322 –BLUE RPTS CHANGED & X=DELETED BY ANOTHER USER; MUST USE F5 TO CONTINUE', is displayed at the bottom of the screen. Press **F5** to continue your activity.

NOTE: If Employee 1 is making changes, the same results and messages occur on Employee 2's screen.

Pressing the **F5** – Refresh key shows employees the current version of all requests. The **F5** key can be used at any time, not only when a message is displayed.

NOTE: If changes are made, press the **Enter** key **prior** to pressing the **F5** key.

Function (F) Keys

The program function keys are used for online help, for efficient navigation to various online screens, for clearing the screen, and sometimes for unique purposes. The following F keys are available for the Request Standard Reports and/or Report Selection Options screens:

F1=Help — The following online help is available:

Text information provides additional information about a screen and its functions. When the **F1** key is pressed, a popup menu displays the various Help subjects available. Key the appropriate menu number in the Code field for the desired subject and press **Enter**. Press the **F2** key to end Help and return to the previous screen.

F2=Retrn (Return) — Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

F3=Quit — Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F5=The following two functions are available for the **F5** key.

RptGrp — Displays the **G.5** List of Report Groups screen.

RFrsh — Displays the most current Report Request File information.

F6=Print — Prints the CSI915-1, Online Report Request Detail Report, when pressed from the Report Selection Options screen.

F7=Bkwrđ (Backward) — Go to the previous record (page of records) in the screen's sort sequence.

F8=Frwrđ (Forward) — Go to the next record (page of records) within the screen's sort sequence.

F9=Clear — Erases all keyed fields.

F10=Left — Go to the left to display additional record information.

F11=Right — Go to the right to display additional record information.

F12=Main — Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

Reports on Microfiche

Microfiche output generally can be requested for any Standard report. By default the following Standard reports are typically designated for production on microfiche; however, the Output Destination for these reports can be changed to any destination other than **Laser**:

Standard Reports

- ✧ CSTARHG1 - General Ledger Analysis Report
- ✧ CSTARHP1 - Project Transaction Analysis Report
- ✧ CSTARH00 - Transaction Registers
- ✧ CSTARH01 - Index Transaction Analysis Report
- ✧ CSTARH09 - History File Expenditure Records Supporting Q12 Report
- ✧ CSTARH1A - PCA Transaction Analysis Report
- ✧ CSTARH10 - History file Expenditure Records Supporting Q16 Report
- ✧ CSTARH13 - History Expend. Records Including Project Supporting Q16
- ✧ CSTARU01 - Vendor Payment Detail Report

These reports are displayed with **M1** in the 'Dest Code' column on the Ref Card.

Changing the Default Report Selection Options Screen Settings

All requested reports are initially displayed on the Report Selection Options Screen with default values in some of the option fields. The default settings can be changed to the agency's choice rather than the statewide default values. An agency may request changes by completing the CALSTARS 90, Report Request Table Change Form, shown in Exhibit II-A-2. All requested changes must conform to the limitations shown on the Ref Card. For example, some reports may only be requested with Destination Code **M1**. Refer to the individual report descriptions in Chapter III for the available Level of Detail options.

The Report Request Table Change Form is also used to add or delete reports that are not in general use, i.e., Q04.

The completed forms should be forwarded to:

E-mail: CALSTARS@dof.ca.gov

Mail: CALSTARS System Support Unit
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA, 95814

Fax: (916) 323-4049

Once the change(s) has been implemented, the new default values will automatically appear on the Report Selection Options Screen when the report is requested. Requests forms that are e-mailed will receive an e-mail reply when the changes are completed.

NOTE: The default changes will not affect reports that are already part of report groups. The default change will appear for new groups that are created and **G.3** report requests.

If more than fourteen report options need to be modified, the forms may be clipped together.

EXHIBIT II-A-2

DEPARTMENT OF FINANCE CALSTARS REPORT REQUEST TABLE CHANGE CALSTARS 090 (REV 04/01) <i>This request makes permanent changes to the Report Request Table as displayed in Main Menu Command G.3, Report Request Detail Screen. Any of the default values may be overridden on the request screen.</i>		TO: CALSTARS Systems Support Unit Department of Finance (IMS: A-15) 915 - L Street, 7 th Floor Sacramento, CA 95814 FAX: (916) 323-4049 E-mail: calstars@dof.ca.gov																																																																	
ORGANIZATION		ORG CODE																																																																	
SUBMITTED BY	DATE SUBMITTED	PHONE NUMBER																																																																	
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">REPORT ID</th> <th style="text-align: center;">PERIOD P</th> <th style="text-align: center;">LEVEL OF DETAIL I P O F</th> <th style="text-align: left;">DESTINATION CODES</th> </tr> </thead> <tbody> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> </tbody> </table>				REPORT ID	PERIOD P	LEVEL OF DETAIL I P O F	DESTINATION CODES	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —
REPORT ID	PERIOD P	LEVEL OF DETAIL I P O F	DESTINATION CODES																																																																
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COMMENTS:																																																																			
FOR CALSTARS USE ONLY																																																																			
CHANGES MADE BY	DATE	SIGNATURE																																																																	

Report Request Activity Reports

The CSB915-1 and CSI915-1 reports include a listing of all report request activity. This includes original and duplicate report requests. The activity reports are described here.

CSI915-1, Online Report Request Detail Report

The CSI915-1, which is generated immediately, provides the status of all the current day's report request activity as of the time it is requested. The report is initiated when the **F6** key is pressed from the Report Selection Options screen and displays an 'AS OF' processing time following the report title. When the **F6** print request is submitted for processing, the message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. The report is routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. To access the BPRT report queue, go to Command **G.4** – Printer Control Options. Start (**S**) the printer for Report Class **Z**, Report ID **BPRT**.

A sample of the report is displayed in Exhibit II-A-3. The CSI915-1 report is also created as a dataset (**one day** retention period). The report is named:

CSxxxx.CSI915-1.RPTREQ.Dcyymmdd.Thhmmss

CSB915-1, Daily Report Request Detail Report

The CSB915-1 is an overnight report that provides the status of the previous day's report request activity. The Report Selection Options Screen **as it looks at the end of the processing day**, typically 6:00 PM on production days, is used to process this over-night report. The CSB915-1 can be used as a checklist to verify that reports requested the previous day were received.

The CSB915-1, which displays the same information fields as the CSI915-1 report, is sent to the agency's IEUP printer queue.

The CSB915-1 report is also available as a dataset (**D1**). To receive this report as a dataset, send a request to:

E-mail calstars@dof.ca.gov

Mail: CALSTARS System Support Unit
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA, 95814

Fax: (916) 323-4049

Requests that are e-mailed will receive an e-mail reply when changes are complete.

NOTE: Reports noted with ERROR under the Status field are **not** processed.

EXHIBIT II-A-3

```

CSI915-1 *****
                                CALSTARS      DEPARTMENT OF AIR QUALITY      *****
                                ONLINE REPORT REQUEST DETAIL AS OF: 08:53:03  REPORT      ORG NUMBER: 9990
01/24/2002 (06:00) *****                                RUN PAGE: 1
                                *****                                ORG PAGE: 1

RPT      <PERIOD> <DETAIL> <=SELECT=>      <=INDEX=> <===PCA===> <OBJ DTL>      REPORT REQUESTOR
STATUS ID  G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO  FROM  TO  FFY  PROJCT WP  GROUP ID  USERID
-----
A02      PM  P  6  5  4  1      A1
ERROR R01  ??      0  0  0  0      A1
                                CSCWW2
                                CSCWW2

```

Use F6 from the Report Selection Options Screen to print this report.

This report is routed to your agency printer BPRT queue.

NOTE: The word ERROR in the STATUS column means the report has an error and will not be processed. Return to the G.3 or G.5 screen to make needed corrections

LIST OF REPORT GROUPS - COMMAND G.5

This feature gives agencies the option of establishing a specific group of reports that can be submitted as a group at one time. Reports in the group can be customized by activity, units or individuals and saved for future use. A report group can include up to 100 reports that can be requested by submitting a single report group name. For example, if the same reconciliation reports are requested every month end, these reports can be set up once as a group and then submitted by group name each month. Report groups save agencies time by eliminating repetitive keying and by reducing potential errors and omissions.

The ability to view, input, print, create, copy, change and delete report groups is based on the level of authority specified for each individual on the CALSTARS Security Form 95.

The List of Report Groups screen displays a list of established Report Groups. A sample of the screen is shown here. If report groups have not been previously established, the List of Report Groups screen is empty.

```

9990 G.5: List of Report Groups                                03-08-2002 05:14 PM

Submit Group for Processing: _____ Go To Report Group: _____
Function: _ (A=Add New Group, P=Print Group List)
Enter under F below: (C=Change, D=Delete, P=Print Detail, S=Submit, V=View)
                    (Y=Copy Group)

      REPORT
F  GROUP ID          TITLE          <===LAST UPDATED===>    LAST
-----
-  PM-ALL-1    FINAL PM REPORTS-DAY 1    CSCSDDP    12-07-2001    01-17-2002
-  PM-ALL-2    FINAL PM REPORTS-DAY 2    CSCSDDP    12-07-2001
-  PM-BANK     LAURA'S REPORTS FOR BANK REC    CSCWW2     02-04-2002    01-17-2002
-  PM-ORF      TINA'S REVOLVING FUND REPORTS    CSCSDDP    12-07-2001    12-07-2001
-  PM-PFA      JIM'S REPORTS TO DO THE PFAS    CSCWW2     02-04-2002    12-07-2001
-  PM-SCO REC  GL UNIT'S REPORTS FOR SCO REC    CSCWW2     02-06-2002    12-07-2001
-  Q16-PROG20  CM Q16 FOR PROGRAM 20 ONLY    CSCSDDP    12-07-2001
-  Q16-PROG30  CM Q16 FOR PROGRAM 30 ONLY    CSCSDDP    12-07-2001    12-07-2001

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr                      Main

```

A popup Help menu is available by selecting the **F1** key as displayed below. The **F2** key will return you to the List of Report Groups screen after viewing the Help text.

```

9990 G.5: List of Report Groups                                03-27-2002 04:08 PM

Submit Group for Processing:                                Go To Report Group:
Function: _ (A=Add New Group, P=Print Group List)
Enter under F below: (C=Change, D=Delete, P=Print Detail, S=Submit, V=View)
                    (Y=Copy Group)

REPORT
F  GROUP ID          TITLE          <===LAST UPDATED===>    LAST
-  - - - - -          - - - - -          - - - - -          - - - - -
_  PM-ALL-1    FINAL PM REPORTS-DAY 1    CSCWW    03-27-2002

List of Report Groups Help

CODE      AVAILABLE OPTIONS

        1  Overview
        2  Functions
        3  PF Keys

CODE:

Please select a Code and Enter, or Press PF2 to Cancel

```

FUNCTIONS FOR THE LIST OF REPORT GROUPS SCREEN:

A – Add New Group

To add a new report group, enter an **A** in the Function field on the List of Report Groups screen and press **Enter**. The Report Group screen is shown here.

```

9990 Report Group                                03-08-2002 05:51 PM

Function: A  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: _____ (Required)
TITLE           : _____
DESCRIPTION     : _____
                _____
                _____
                _____

Last Updated by: User Id:          Date:

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Clear                      Main
Enter information to be added

```

The **A** in the Function field is green, indicating that it cannot be changed.

Complete the information on the screen as follows:

Report Group ID – Enter up to 10 characters as a report group name. The Report Group ID appears on the Report Selection Options – Screen 2, on the Report Group List, and on detail reports.

Title – Enter up to 30 characters or leave blank.

Description – Enter up to 5 lines of 50 characters or leave blank.

The Title and Description fields can contain any combination of alpha-numeric characters including special characters and spaces.

Pressing **Enter** after completing the required fields displays a Request Standard Report screen. Note that 'ADD GROUP REPORT' and the Report Group ID are displayed on the 3rd line of the screen. A sample screen is displayed here.

```

9990 Request Standard Report                                03-08-2002 06:07 PM

                                ADD REPORT GROUP: PM-ALL-1
Specify the number of versions for each report and press ENTER
- A02  - A03  - B03  - B04  - B06  - C01  - C02
- DB1  - DB2  - DB3  - D01  - D02  - D03  - D04  - D05  - D06  - D07
- D08  - D09  - D10  - D11  - D12  - D13  - D14  - D15  - D16  - D17
- D18  - D19  - D20  - D21
- ET1  - ET2  - E01  - E02  - F01  - F05
- G01  - G02  - G03  - G04  - G05
- HB4  - HB5  - HD1  - HG1  - HP1
- H00  - H01  - H02  - H03  - H04  - H05  - H06  - H07  - H08  - H09
- H1A  - H10  - H11  - H12  - H13
- I01  - K01  - L01  - L02  - N10  - N11  - N20  - P01  - P02
- QC1  - Q04  - Q10  - Q11  - Q12  - Q13  - Q14  - Q16  - Q18  - Q19
- Q21  - Q22  - Q23  - Q24  - Q25  - Q26  - Q27  - Q28  - Q29  - Q32
- Q33  - Q34  - Q35  - Q36  - Q37  - Q38  - Q42  - Q43  - Q50  - Q51
- R01  - S01  - U01  - X01  - X02  - X03  - Y01

Total Request Versions:          Total Report Requests:
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Clear                                Main
Enter changes

```

The methodology for requesting standard reports previously discussed in the *Request Standard Reports Screen* section of this chapter also applies to this screen. After selecting the reports for the new report group, press **Enter** to display the following Report Selection Options screen. Note that 'ADD GROUP REPORT' and the Report Group ID are displayed on the 3rd line of the screen. A sample screen is displayed here.

```

9990 Report Selection Options - Screen 1                                03-11-2002 08:45 AM
                                                                MORE=>
                                ADD REPORT GROUP: PM-ALL-1
Enter under F below: (D=Delete)
  RPT  <PERIOD> <DETAIL> <=SELECT=>                                <=INDEX=> <===PCA===>
  F ID  G  FM  P   I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO
  ---- -  --  -   -   -   -   -   -   -   -   -   -   -   -   -
- B04   ??   I   0  0  0  1  -----  -----  A1  -----
- DB1   ??   -   0  0  0  1  -----  -----  A1  -----
- DB2   ??   -   0  0  0  0  -----  -----  A1  -----
- D02   ??   -   0  0  0  1  -----  -----  A1  -----
- D03   ??   -   0  0  0  1  -----  -----  A1  -----
- D04   ??   -   0  0  0  0  -----  -----  A1  -----
- D05   ??   -   0  0  0  0  -----  -----  A1  -----
- D06   ??   -   0  0  0  1  -----  -----  A1  -----
- D06   ??   -   0  0  0  1  -----  -----  A1  -----
- D06   ??   -   0  0  0  1  -----  -----  A1  -----
- D06   ??   -   0  0  0  1  -----  -----  A1  -----
- D06   ??   -   0  0  0  1  -----  -----  A1  -----
- D06   ??   -   0  0  0  1  -----  -----  A1  -----
Command:
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      RFrsh Print Bkwr Fwrd Clear Left  Right Main

```

Navigation between Screen 1 and Screen 2 is done by pressing the **F10** (left) key and the **F11** (right) key.

Replace the “??” in the FM column with the appropriate FM values and add any other changes to the selection criteria as discussed in the *Report Selection Options Screen* section earlier in this chapter. Pressing the **Enter** key causes the entire screen to be edited. If no errors are detected, the message '340 –GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN' is displayed at the bottom of the screen.

To print a listing of all the reports included in the report group, press the **F6** – Print key. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. The CSI914-2 report, 'Report Group Detail Report', is created and routed to the BPRT ROPES queue, Print Class **Z** within a few minutes.

P – Print Group List

To print a listing of **all** the report groups and the reports within each group, key a **P** in the Function field on the List of Report Groups Screen (**G.5**) and press **Enter**. A CSI914-1 report, 'Report Group List Report', is routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. See Exhibit II-A-4 for an example of this report.

EXHIBIT II-A-4

```

CSI914-1 9990 (DEST: A1 CTP2) *****
                                CALSTARS
03/11/2003 (06:00) *****
REPORT
GROUP ID      TITLE
-----
RPT <PERIOD> <DETAIL> <=SELECT=>
STATUS ID    FM  P    I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>
-----
PM-ALL-1    FINAL PM REPORTS-DAY 1
A02 PM      0 1 0 0      A1 M3 L3
A02 PM      0 2 0 0      A3 M2 L1 D1 H1
A02 PM      0 3 0 0      A3 M2 L1 D1 H1
A02 PM      1 0 0 0      A3 M2 L1 D1 H1
A02 PM      2 0 0 0      A3 M2 L1 D1 H1
A02 PM      3 0 0 0      A3 M2 L1 D1 H1
A02 PM      4 0 0 0      A3 M2 L1 D1 H1
A02 PM      5 0 0 0      A3 M2 L1 D1 H1
A02 PM      6 0 0 0      A1 M2 L1 D1 H1
B03 CM  I    0 0 0 1      A1
B03 PM  I    0 0 0 1      A2 H1
B03 PY  I    0 0 0 1      A3 H1
B04 CM  E    0 0 0 1      H1 A1

                                <==LAST UPDATE==> LAST SUBMIT
                                USERID      DATE      DATE
-----
                                CSCS99P    03-10-2003  05-20-2002

```

C – Change

To make a change to a report group, go to the List of Report Groups Screen (**G.5**) and complete the following steps:

Key Function **C** in the "F" column to the left of the Report Group ID to be modified and press **Enter** to display the Report Group Screen as shown below. Make any desired modifications to the Title and Description.

```

9990 Report Group                                03-08-2002 06:00 PM

Function: C  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ALL-1
TITLE           : FINAL PM REPORTS-DAY 1
DESCRIPTION     : FIRST SET OF REPORTS TO REQUEST FOR THE
                  PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED
                  _____
                  _____
                  _____

Last Updated by: User Id: CSCSDDP    Date: 12-07-2001

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Clear          Main
Enter changes
  
```

Note that the Report Group ID is green and cannot be changed. Press **Enter** to display the Request Standard Report Screen.

Note that 'CHANGE REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen as shown below. Make any desired modifications to the Request Standard Report Screen.

```

9990 Request Standard Report                                03-08-2002 06:07 PM

                                CHANGE REPORT GROUP: PM-ALL-1
Specify the number of versions for each report and press ENTER
  A02  A03  B03  1 B04  B06  C01  C02
  1 DB1 1 DB2  DB3  1 D01 1 D02 1 D03 1 D04 1 D05 7 D06  D07
  1 D08  D09  D10  D11  D12  D13  D14  D15 1 D16  D17
  D18  D19  D20  D21
  ET1  ET2  E01  E02  F01  F05
  2 G01  G02  2 G03  G04  G05
  1 HB4  HB5  1 HD1  1 HG1  HP1
  1 H00  H01  H02  1 H03  1 H04  1 H05  1 H06  H07  1 H08  H09
  H1A  H10  1 H11  H12  H13
  I01  K01  1 L01  L02  N10  N11  N20  P01  P02
  QC1  Q04  Q10  Q11  Q12  Q13  Q14  Q16  Q18  Q19
  1 Q21 1 Q22  Q23  Q24  1 Q25  Q26  1 Q27  Q28  Q29  Q32
  Q33  Q34  2 Q35  Q36  Q37  Q38  Q42  Q43  Q50  Q51
  R01  2 S01  U01  X01  X02  X03  Y01

Total Request Versions: 40      Total Report Requests: 40
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit                      Clear                      Main
Enter changes

```

Press **Enter** to display the Report Selection Options – Screen 1. Note that 'CHANGE REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen. Make any desired modifications to the Report Selection Options Screen and press **Enter**. The message, '340 –GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN', displays at the bottom of the screen. See the following samples.

```

9990 Report Selection Options - Screen 1                    1-2002 08:45 AM

                                                                MORE=>
                                CHANGE REPORT GROUP: PM-ALL-1
Enter under F below: (D=Delete)
  RPT  <PERIOD> <DETAIL> <=SELECT=>
F ID  G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  <=INDEX=>  <===PCA===>
-----
  B04  PM  I   0  0  0  1  _____  A1  _____
  DB1  PM      0  0  0  1  _____  A1  _____
  DB2  PM      0  0  0  0  _____  A1  _____
  D02  PM      0  0  0  1  _____  A1  _____
  D03  PM      0  0  0  1  _____  A1  _____
  D04  PM      0  0  0  0  _____  A1  _____
  D05  PM      0  0  0  0  _____  A1  _____
  D06  PM      0  0  0  1  _____  A1  _____
  D06  PM      0  0  0  1  1311  A1  _____
  D06  PM      0  0  0  1  1312  A1  _____
  D06  PM      0  0  0  1  3020  A1  _____

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit      RFrsh Print Bkwr Fwrd Clear Left Right Main

```



```

9990 Report Selection Options - Screen 2                                03-11-2002 09:34 AM
                                                                    <=MORE

                                CHANGE REPORT GROUP: PM-ALL-1
Enter under F below: (D=Delete)
RPT <PERIOD> <DETAIL><OBJ DTL>
F ID   FM  P  I  P  O  F  FROM TO  FFY   PROJ  WP  REPORT  REQUESTOR
-----
- B04   PM  I   0  0  0  1  -----  -----  -----  CSCSDDP
- DB1   PM   -   0  0  0  1  -----  -----  -----  CSCSDDP
- DB2   PM   -   0  0  0  0  -----  -----  -----  CSCSDDP
- D02   PM   -   0  0  0  1  -----  -----  -----  CSCSDDP
- D03   PM   -   0  0  0  1  -----  -----  -----  CSCSDDP
- D04   PM   -   0  0  0  0  -----  -----  -----  CSCSDDP
- D05   PM   -   0  0  0  0  -----  -----  -----  CSCSDDP
- D06   PM   -   0  0  0  1  -----  -----  -----  CSCSDDP
- D06   PM   -   0  0  0  1  -----  -----  -----  CSCSDDP
- D06   PM   -   0  0  0  1  -----  -----  -----  CSCSDDP
- D06   PM   -   0  0  0  1  -----  -----  -----  CSCSDDP
- D06   PM   -   0  0  0  1  -----  -----  -----  CSCSDDP
- D06   PM   -   0  0  0  1  -----  -----  -----  CSCSDDP
- D06   PM   -   0  0  0  1  -----  -----  -----  CSCSDDP
Command:
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit      RFrsh Print Bkwrd Frwrd Clear Left  Right Main
340-REPORT GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN

```

To rename a Report Group, use the **Y**=Copy Group function to create a new report group. Enter the new name and then delete the old report group.

D – Delete

To delete a report group(s), go to the List of Report Groups Screen (**G.5**) and complete the following steps:

Key Function **D** in the "F" column to the left of the Report Group ID (s) to be deleted and press **Enter** to display the Report Group Screen. See sample here.

```

9990 Report Group                                                    03-11-2002 10:01 AM

Function: D  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ALL-2
TITLE           : FINAL PM REPORTS-DAY 2

DESCRIPTION      : ADDITIONAL SET OF HISTORY REPORTS TO REQUEST FOR
                  THE PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED.

Last Updated by: User Id: CSCSDDP   Date: 12-07-2001

          ACTION  CONFIRMATION

          DELETION of report group

          Press PF4 to confirm; PF2 to cancel

```

To delete the report group (s), select the **F4** key. To cancel the deletion, select the **F2** key. After selecting **F4**, the message, '331 –GROUP SUCCESSFULLY

DELETED; PRESS **F2** TO CONTINUE/RETURN', is shown at the bottom of the screen. If more than one report group was marked for deletion, select the **F2-NxGRP** key to navigate to the next report group to be deleted.

Note that the delete function accessed via Command **G.5**, List of Report Groups, can only delete a report group. To delete a report from a report group, use the change function on **G.5**, List of Report Groups Screen. To delete a report that has been submitted and accepted for processing as part of a report group, access the Report Selection Options Screen via Command **G.3**, Request Standard Reports. The report(s) must be deleted prior to nightly processing.

P – Print Detail

On the List of Report Groups Screen (**G.5**), key Function **P** in the "F" column (to the left of the Report Group ID) to print a CSI914-2 report, Report Group Detail Report. This report prints the Report Group ID and all the reports within the selected report group. A CSI914-2 report will be created and routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. See Exhibit II-A-5 for an example of this report.

S – Submit

To submit one or more report groups for processing from the List of Report Groups Screen (**G.5**), complete the following steps:

Key Function **S** in the "F" column to the left of the Report Group ID(s).

Press **Enter** to display the Report Group Screen. The message '342-PRESS ENTER TO SUBMIT GROUP; OR PRESS PF2 TO CANCEL' appears at the bottom of the screen. See sample here.

```

9990 Report Group                                03-28-2002 01:59 PM

Function: S  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ALL-1
TITLE           : FINAL PM REPORTS-DAY 1

DESCRIPTION     : FIRST SET OF REPORTS TO REQUEST FOR THE
                  PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED

Last Updated by: User Id: CSWBPRT    Date: 03-27-2002

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                     Main
342-PRESS ENTER TO SUBMIT; OR PRESS F2 TO CONTINUE.
```

After pressing **Enter**, the message '335-GROUP SUCCESSFULLY SUBMITTED. PRESS F2 TO CONTINUE', displays at the bottom of the screen.

EXHIBIT II-A-5

```

CSI914-2 9990 (DEST: A1 CTP2) *****
                                CALSTARS
02/06/2002 (14:07) *****
REPORT
GROUP ID          TITLE          DESCRIPTION          USERID          DATE          LAST SUBMIT
-----
RPT <PERIOD> <DETAIL> <=SELECT=> <=INDEX=> <===PCA===> <OBJ DTL>
STATUS ID  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO  FROM  TO  FFY  PROJCT  WP
-----
PM-ALL-1   FINAL PM REPORTS-DAY 1   FIRST SET OF REPORTS TO REQUEST FOR THE   CSWBPRT  03-26-2002  03-18-2002
                                PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED
B04  PM  I   0  0  0  1           A1
DB1  PM           0  0  0  1           A1
DB2  PM           0  0  0  0           A1
D02  PM           0  0  0  1           A1
D03  PM           0  0  0  1           A1
D04  PM           0  0  0  0           A1
D05  PM           0  0  0  0           A1
D06  PM           0  0  0  1           A1
D06  PM           0  0  0  1          1311 A1
D06  PM           0  0  0  1          1312 A1
D06  PM           0  0  0  1          1313 A1
D06  PM           0  0  0  1          1319 A1

```

NOTE: The word ERROR in the STATUS column designates a report with errors. Groups containing reports with errors cannot be submitted.

V – View

To view one or more report groups from the List of Report Groups Screen (**G.5**), complete the following steps:

Key Function **V** in the "F" column to the left of the Report Group ID(s) on the List of Report Groups screen. Press **Enter** to display the Report Group screen as shown here.

```

9990 Report Group                                03-11-2002 01:03 PM

Function: V  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-BANK
TITLE           : LAURA'S REPORTS FOR BANK REC

DESCRIPTION      : GIVE THESE REPORTS TO LAURA TO DO THE MONTHLY BANK
                  RECONCILIATION.

Last Updated by: User Id: CSCWW2      Date: 02-04-2002

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                     Main
343-PRESS ENTER TO SEE DETAILS

```

Press **Enter** to display the Request Standard Report Screen. Note that 'VIEW REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen. See the following sample.

```

9990 Request Standard Report                        03-11-2002 01:56 PM

VIEW REPORT GROUP: PM-BANK

- A02  - A03  - B03  - B04  - B06  - C01  - C02
- DB1  - DB2  - DB3  - D01  - D02  - D03  - D04  - D05  - D06  - D07
- D08  - D09  - D10  - D11  - D12  - D13  - D14  - D15  - D16  - D17
- D18  - D19  - D20  - D21
- ET1  - ET2  - E01  - E02  - F01  - F05
- G01  - G02  - G03  - G04  - G05
- HB4  - HB5  - HD1  - HG1  - HP1
- H00  - H01  - H02  - H03  - H04  - H05  - H06  - H07  - H08  - H09
- H1A  - H10  - H11  - H12  - H13
- I01  - K01  - L01  - L02  - N10  - N11  - N20  - P01  - P02
- QC1  - Q04  - Q10  - Q11  - Q12  - Q13  - Q14  - Q16  - Q18  - Q19
- Q21  - Q22  - Q23  - Q24  - Q25  - Q26  - Q27  - Q28  - Q29  - Q32
- Q33  - Q34  - Q35  - Q36  - Q37  - Q38  - Q42  - Q43  - Q50  - Q51
- R01  - S01  - U01  - X01  - X02  - X03  - Y01

Total Request Versions: 3      Total Report Requests: 3
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                     Clear      Main
343-PRESS ENTER TO SEE DETAILS

```

Press **Enter** to display the Report Selection Options – Screen 1. Note that 'VIEW REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen. See the following sample.

```

9990 Report Selection Options - Screen 1                                03-11-2002 02:13 PM
                                                                MORE=>

                        VIEW REPORT GROUP: PM-BANK

RPT  <PERIOD> <DETAIL> <=SELECT=>                                <=INDEX=> <===PCA===>
F ID  G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO
- - - - -
- G01  PM  M   0  0  0  1  _____ 1110  A1  _____
- G01  PM  M   0  0  0  1  _____ 1130  A1  _____
- H06  PM           1  0  0  1  _____  A1  _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit                Print Bkwrdr Frwrdr          Left  Right Main

```

Note that all fields are green on all screens within the View Function. A green field indicates that nothing can be changed.

Y – Copy Group

To copy a report group, go to the List of Report Groups Screen (**G.5**) and complete the following steps:

Key Function **Y** in the "F" column to the left of the Report Group ID to be copied. Press **Enter** to display the Report Group Screen. See the following sample.

```

9990 Report Group                                                    03-11-2002 02:35 PM

Function: Y  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ORF      (New Report Group ID required)
TITLE           : TINA'S REV FUND REIMB REPORTS

DESCRIPTION      : REPORTS FOR TINA TO DO THE RECONCILIATION OF THE
                  OFFICE REVOLVING FUND Reimbursement.
                  _____
                  _____
                  _____

Last Updated by: User Id: CSCSDDP    Date: 03-11-2002

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit                Clear                Main
341-ENTER INFORMATION TO BE UPDATED

```

Key a **new** Report Group ID, make any necessary changes to the Title and Description, and press **Enter** to display the Request Standard Report Screen. Note that 'COPY REPORT GROUP FROM NNNNNNNN to NNNNNNNN' is displayed on the 3rd line of the screen. See the following sample.

```

9990 Request Standard Report                                03-28-2002 03:08 PM

                          Copy Report Group from PM-ORF   TO PM-ORF-2
Specify the number of versions for each report and press ENTER
  A02  A03  B03  1 B04  1 B06  C01  C02
  1 DB1  DB2  DB3  D01  D02  D03  D04  D05  D06  D07
  D08  D09  D10  D11  D12  D13  D14  D15  D16  D17
  D18  D19  D20  D21
  ET1  ET2  E01  E02  F01  F05
  G01  G02  G03  G04  G05
  HB4  HB5  HD1  HG1  HP1
  H00  H01  H02  H03  H04  H05  1 H06  H07  1 H08  H09
  H1A  H10  H11  H12  H13
  I01  K01  L01  L02  N10  N11  N20  P01  P02
  QC1  Q04  Q10  Q11  Q12  Q13  Q14  Q16  Q18  Q19
  Q21  Q22  Q23  Q24  Q25  Q26  Q27  Q28  Q29  Q32
  Q33  Q34  Q35  Q36  Q37  Q38  Q42  Q43  Q50  Q51
  R01  S01  U01  X01  X02  X03  Y01

Total Request Versions: 3      Total Report Requests: 3
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Clear      Main

```

Make any desired modifications to the Request Standard Report Screen and press **Enter** to display the Report Selection Options Screen. Note that 'COPY REPORT GROUP FROM NNNNNNNN to NNNNNNNN' is displayed on the 3rd line of the screen.

Make any desired modifications to the Report Selection Options Screen and press **Enter**. The message, '340 -GROUP SUCCESSFULLY UPDATED' appears on the bottom of the screen. See the following samples.

```

9990 Report Selection Options - Screen 1                    03-28-2002 03:16 PM

                          Copy Report Group from PM-ORF   TO PM-ORF-2
Enter under F below: (D=Delete)
  RPT  <PERIOD> <DETAIL> <=SELECT=>
F ID  G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  <=INDEX=>  <===PCA===>
-----
  B04  CM  I  0  0  0  1  _____  A1  _____
  B04  PM  I  0  0  0  1  _____  A1  _____
  B06  PM  -  0  0  0  1  _____  A1  _____
  DB1  PM  -  0  0  0  1  _____  A1  _____

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      RFrsh Print Bkwr Frwr Clear Left  Right Main
340-GROUP SUCCESSFULLY UPDATED

```

Multiple Users When Using List of Report Groups Screen

It is strongly recommended that no more than one person at a time access a report group. The messages previously described in the *Multiple Users When Using Request Standard Reports Screen* section of this chapter also display when more than one person works at the same time in the **G.5** List of Report Groups process. In addition, the following messages may be issued:

- ❖ 323 –REPORT REQUESTS CHANGED IN ANOTHER SESSION; PRESS ENTER TO CONTINUE.
- ❖ INTERVENING MODIFICATION, PLEASE TRY AGAIN.
- ❖ ATTEMPTED TO UPDATE/DELETE GROUP THAT WAS NOT IN HOLD STATUS.

When these messages occur, it is recommended that the **F2** key be pressed to exit the function. Determine what changes are required for the report group and have one individual make the changes.

SPECIAL REPORT REQUEST PROCEDURES

Agencies are expected to ensure that all reports are requested and received before the end of the fiscal month. Occasionally, however, reports are lost or are no longer available through the standard report request process. If so, agencies may submit a Special Report Request Form, CALSTARS 92, to request the reports. The Special Report Request Form may also be used when an agency wants a long-term electronic storage file (E1) printed on their agency printer or other medium. The CALSTARS 92 form is displayed in Exhibit II-A-6.

Note: Each agency should designate one person to submit all special report requests.

Send requests to:

E-mail: calstars@dof.ca.gov

Mail: CALSTARS System Support Unit
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA, 95814

Fax: (916) 323-4049

As workload permits, requests are filled **in the following order**:

1. Reports needed for monthly reconciliations or to solve production problems.
2. Reports needed by Management, including auditors.
3. Reports needed for other purposes.

Special requests for Standard Reports may be made only in the media available for the report. For example, reports listed as **M1** on the Ref Card cannot be special requested as **Ln**.

System Generated Reports may be special-requested only on Microfiche or Agency Print **and** are *only available for a few days* following report generation (temporary files), e.g., Cost Allocation, Labor Generator).

Due to the cumulative nature of the N10, N11, P01, P02 and U01 reports, they are not available through the special request process.

Agencies are billed for the cost of producing these reports. The billing is included on the monthly invoice from the DTS and is clearly identifiable.

The following instructions apply to CALSTARS 92:

Output	List the number of copies of each output media requested. Reports listed as M1 on the Ref Card cannot be special-requested as Ln .
Report ID or Name	List the specific ID or name of the report requested. Please, only one report request on each form.
Report FY	Show Fiscal Year (2010-2011 is shown as FY 10).
Fiscal Month	Fiscal Month (not calendar month; March is shown as FM 09).
Period	Several options are available. Refer to the current Ref Card or to the specific report description in Volume 6.
Level-of-detail	Specify desired levels of detail (I-P-O-F), or fill with zeros (0000), as appropriate.
E1 Files	If the report requested exists as a long-term electronic storage (E1) file, note ' From E1 File ' in the section titled ' Explain why the report was not ordered through the normal request process '.

If the form is not completed correctly, it will delay the processing of the request.

EXHIBIT II-A-6

DEPARTMENT OF FINANCE CALSTARS SPECIAL REPORT REQUEST CALSTARS 092 (REV 09/2008)				TO: CALSTARS Systems Support Unit Department of Finance (IMS: A-15) 915 - L Street, 7 th Floor Sacramento, CA 95814 FAX: (916) 323-4049 E-mail: calstars@dof.ca.gov					
REQUESTING AGENCY				CONTACT PERSON					
TELEPHONE NO.		EXTENSION		DATE OF REQUEST		SIGNATURE / TITLE OF ACCOUNTING OFFICE CHIEF			
EMAIL ADDRESS									
REPORT NEEDED FOR: (Check one)				OUTPUT: (Check one or enter number of copies wanted for M, L or P)					
Agency Reconciliation	Solve Production Problem	Management Reports	Other ^{1/}	Agency Printer (A)	Microfiche (M)	Laser 12 x 8½ (L)	RJE (R)	Report Data Set (D)	File Copy ^{2/}
^{1/} Explain/describe if "Other" indicated, above.				^{2/} Specify the File (AP, DF, CC, etc.) and the period for the File.					
Explain why the report was not ordered through the normal request process.									
REPORT ID or NAME (enter only one)			ORG CODE		INSTRUCTIONS: Refer to the CALSTARS Procedures Manual Vol. 6 and/or the Report Request Ref Card for completing the items below. Coding errors may cause your report to be delayed and/or cost more to process.				
REPORT FY (Ex. 02 = 2002/03)	FISCAL MONTH (FM) (Ex. 01=July)	PERIOD ^{3/} (P)	LEVEL OF DETAIL I P O F				FUND ^{3/}	GENERAL LEDGER (GLA) ^{3/}	
^{3/} Complete these items only if allowed/appropriate for the REPORT ID indicated above.									
ROUTE REPORT TO: (check one)				(or) MAIL REPORT TO:					
Courier Service to Agency	Agency Pickup	CALSTARS Analyst							

CALSTARS USE ONLY		
ANALYST APPROVAL	DATE (MMDDYY)	REQUEST NUMBER
COMPLETED BY	DATE (MMDDYY)	

CALSTARS REF CARD

The Ref Card is a standard CALSTARS report that can be accessed from the CALSTARS Users Procedures under the link **CALSTARS Report Request Table Reference Card** at: <http://www.dof.ca.gov/accounting/calstars/procedures/>. The CALSTARS Ref Card should be reviewed whenever changes are made to reports to ensure the most current information is available when ordering standard reports.

The Ref Card displays the available report options for each standard report, as well as the ROPES report queues for standard reports, system generated reports, and external reports. System generated reports and external reports are displayed on the last page of the Ref Card. Note that the report names for system generated reports are sometimes listed in ranges, e.g., CFB533-1 – CFB535-1.

The available Output Destinations for standard reports are represented by codes, which are displayed in the 'Dest Code' column of the Ref Card. For example, code **A1** represents agency print only; and **&&** represents all print options available. The complete list of codes are defined in the Destination Codes section on the Ref Card.

An example of the Ref Card is displayed in Exhibit II-A-7.